

MADERA COUNTY

SENIOR DEPUTY PROBATION OFFICER

DEFINITION

Under direction, to lead, oversee, and participate in the most difficult work involved in investigating cases of juvenile and adult application for probation and juvenile delinquency and dependency; to counsel probation applicants; to monitor the activities of individuals on probation; to analyze incoming referrals from law enforcement agencies and file charges; to prepare case material for all Juvenile Court pre and post trial matters; to coordinate custody and provide security for minors during Juvenile Court hearings; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

When assigned to lead supervision:

Leads, plans, and reviews the work of staff carrying out the functions and programs of the Probation Department; trains assigned employees including in the areas of work methods and techniques; performs the full range of Deputy Probation Officer duties including the most complex duties; provides guidance and counseling to probationers; ensures that terms and conditions of probation are complied with; assesses probationer needs and develops and conducts treatment plans designed to achieve rehabilitation; advises parents, school authorities, and social organizations regarding the progress and needs of probationers; assists with the conduct of pre-court case investigations; prepares petitions, court reports, and social case histories as necessary; assists with the development and presentation of evidence in cases where trials have been requested; researches case law and interprets statutes; continually evaluates performance of probationers; develops and makes recommendations for rehabilitation programs; arrests, takes into custody, and transports persons found to be in violation of terms of probation; assists with intake assignments; collects urine samples for drug testing; participates in surveillance and undercover operations; conducts searches of probationers and property; executes search warrants; prepares periodic court reports on the progress, development, and needs of probationers; may develop recommendations for the dismissal of cases when satisfactory adjustments or restitution has been achieved; performs delinquency prevention duties including crises intervention, counseling, speaking, and working with local agencies and groups, assist mental health staff with the preparation and presentation of parenting and drug abuse classes.

When assigned to Intake:

Analyzes reports of investigation, draw conclusions, and make recommendation as to custody, status of minors; files applicable charges; summons and interviews charged persons; counsels minors and parents who have committed illegal violations; maintains case filing for future court appearances or dispositions; assists in the development and preservation of evidence in cases proceeding to trial; prepares subpoena lists for cases proceeding to trial; conducts court hearings in the absence of the District Attorney; arrests criminal offenders; refers offenders to reconciliation programs; files petitions for unfit and out of control juveniles and youths; obtains drug tests; assists with the conduct of pre-court case investigations; prepares petitions, court reports, and social case histories as necessary; researches case law and interprets statutes; interviews individuals and makes recommendations regarding juvenile marriage consents; makes recommendations for rehabilitation programs; may develop recommendations for the dismissal of cases when satisfactory adjustments or restitution has been achieved; coordinates transportation of detained minors to and from Juvenile Court; provides hearing notices to minors and parents; assists in providing security during Juvenile Court hearings; summons minors and parents for counseling in matters concerning law violations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions, programs, and responsibilities of the Madera County Probation Department.
Principles of supervision and training.
Principles and findings of normal and abnormal psychology and their relation to the causes, extent, and control of crime and delinquency.
Juvenile law and court proceedings.
Problems and needs of juvenile offenders.
Principles of probation and social casework.
Elements of crime for the purpose of issuing subpoenas.
Special knowledge of the problems and needs of juvenile probationers.
Interviewing and counseling techniques.
Pertinent Federal, State, and local laws, codes, and regulations including those affecting adult and juvenile probation work.
Type and services of public and private agencies available to probationers.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, organize, and review the work of Deputy Probation Officers.
Provide lead supervision and training to assigned staff.
Perform full range of Deputy Probation Officer functions with minimal guidance and supervision including the more difficult duties.
Analyze investigation reports, draw appropriate conclusions, and develop recommendations.
Effectively represent the Department to the courts, law enforcement agencies, attorneys, and the public.
Assume responsibility for the juvenile intake functions.
Develop and prepare a variety of records and reports.
Effectively work with assigned probation cases.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible adult and juvenile probation work experience comparable to that of a Deputy Probation Officer with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, psychology, or a related behavioral or social science field.

License or Certificate:

Completion of requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Completion of Probation Officer Basic Academy.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, climb, and lift 50 lbs.; exposure to outdoors, chemicals, infectious diseases, and potentially hostile and violent situations; ability to travel to different sites and locations; availability for shift work.

Effective Date: January, 1997